

FROM
Chief, Production Services Group

DATE
4 March 1970

TO	INITIALS	DATE	REMARKS
DIRECTOR			
DEP/DIRECTOR			
EXEC/DIRECTOR	2	3/4	
SPECIAL ASST	1	M 3/4	
ASST TO DIR			
ASST TO DEP/DIR			
CH/PPBS			
DEP CH/PPBS			
EO/PPBS			
CH/IEG			
DEP CH/IEG			
EO/IEG			
CH/PSG	3		
DEP CH/PSG			
EO/PSG			
CH/TSSG			
DEP CH/TSSG			
EO/TSSG			
CH/SSD/TSSG			
PERSONNEL			
LOGISTICS			
TRAINING			
RECORDS MGT			
SECURITY			
FINANCE			
DIR/IAS/DDI			
CH/DIAXX-4			
CH/DIAAP-9			
Approved For Release 2004/02/11 : CIA-RDP78B05703A000100020034-6			

1-2

FYI

Follow-up from
PSG on publications
procurement expenditures.

OK, you
know that
we need to
control this
more vigorously.
Have we put
in for sufficient
book funds
for next yr?



Declass Review by NIMA/DOD

SECRET

PSG-029/70
4 March 1970

MEMORANDUM FOR: Executive Director, NPIC

SUBJECT : DDI Report on Publications

✓ 1. Column 3, [] represents that money NPIC would have spent if all ongoing NPIC subscriptions had been renewed. NPIC cut-back on subscription renewals by [] the figure shown in column 4.

25X1

✓ 2. NPIC was allotted [] for the FY 70 purchase of books, column 5. During the first half of FY 70 NPIC spent [] (column 6) for the purchase of books, or [] over the years allotment.

25X1
25X1

✓ 3. Column 7, [] represents NPIC's total allotment of library spending funds, and is obtained by combining columns 3 and 5.

✓ 4. Column 8, [] is the total July-December 1969 NPIC expenditure, and is the sum of columns 4 and 6. A quick subtraction points out that through December 1969 we are [] over our programmed money for the year.

25X1

5. The [] in column 9 is a projected cost arrived at by assuming NPIC will spend the same amount for books in the last half of FY 70 as we did in the first half, thus column 4 [] is doubled to [] and that subscription renewals for the last half will be zero. Thus [] gives the [] in column 9.

25X1

25X1

6. This brings us to column 9. Seeing as how our expenditures for the first half of FY 70 were about [] over our years allotment of money, we are in trouble before we get to the second half of the year. The only way to keep from going further in the red is to stop all library book purchases as of now.

25X1

7. It is a matter of history that the NPIC library has not known to the dollar where it stood on its spending. First, when the NPIC library wishes to purchase a book it gets the price from sources available, advertisement, etc. The NPIC library then forwards a purchase order to Headquarters library where the negotiations for purchase are completed. The final purchase price for a book may not be the

SECRET

SECRET

SUBJECT: DDI Report on Publications

NPIC noted price. We often do not know; we receive the book at a later date often without knowing the purchase price. Secondly, I am informed that some years in the past [] has not known the precise amount of money available to her for the purchase of subscriptions and books. As I understand, there is a big box of money over in Headquarters within the Acquisition and Dissemination Division of CRS. The money in this box is divided up among some 14 users, of which NPIC is one. This year Dorothy was informed that she had for FY 70 [] Third; I understand that in past years it was not uncommon for libraries to spend beyond allotted funds. To accommodate this, adjustments were made from the central package of money in CRS. (I gather this was sort of an accepted arrangement). This is probably why our library has not had a tighter accounting of expended funds against programmed funds.

25X1

25X1

8. The memorandum that [] sent me, and I passed to you, is correct in regard to the number of books and periodicals purchased but did not take into account the cost. We have cut back in number. Where the difference has been is in the high cost of many of the special books we purchase. An outstanding example is Munsell Book of Color, with glossy-finished chips is [] with matte-finish [] (we purchased one of each). Janes books on ships, aircraft etc. are now [] per volume; the subscription to Remote Sensing of Environment is [] (please do not misinterpret, I am not objecting, just stating). Also like everything else the cost of all books is going up.

25X1

25X1

9. Summary: Figures furnished me show that last year the NPIC library spent approximately [] (NPIC library figure). I cannot find that CRS furnished us any total dollar figure for last year. This year we were informed, by phone to [] and memo to Exec Dir, NPIC, that we had [] to spend. During the first half of this FY we have spent [] Expenditures for the first two months of the second half show we have spent an additional [] (Jan '70 []). This brings the total through Feb '70 to about [] and our overspending to about [] (These Jan., Feb. '70 figures are NPIC library figures and are subject to change depending on actual book purchase prices).

25X1

25X1

25X1

25X1

10. To the best of my investigative powers, the above is an analysis of the DDI figures and in part an explanation of how we arrived at where we are.

11. I have instructed [] to:

25X1

a. Establish a closer liaison with the Acquisition and Dissemination Division of CRS so our library will know how much

SECRET

~~SECRET~~

SUBJECT: DDI Report on Publications

money we have for yearly library purchases; then by month, or some other appropriate time breakout, the amount CRS indicates we have spent;

b. Establish within the NPIC library a program whereby the library is continually posted on that money spent against that money left to spend. I do not want to be in this over-spent position again!



25X1

Chief, Production Services Group,
NPIC

Distribution:

Orig. - Addressee
2 - NPIC/PSG.

~~SECRET~~